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PR-2024-1003-227475



Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte

## PURCHASE REQUEST

PPMP No. : **PPMP-2024-100324-0510**Dept./Office: **OVPREI**PR No.: **IGP-2024-10-02019**Date: **10-03-2024**Section/End-User: **Rex D. Besavilla**Category: **Awards & Tokens**Funding Source: **Income Generating Project**Project Title/Code: **IGPR.12 (20401010-002)-TK**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	<b>Folding VSU Umbrella for tokens</b>	pcs	20	275.00		5,500.00
<b>Specification:</b>  VSU Folding VSU Umbrella in Plain Polyester Folding Umbrella, Size: 7.5 X 18.5 X 4.5 cm with VSU-approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
2	<b>VSU Planner Notebook for tokens</b>	pcs	20	150.00		3,000.00
<b>Specification:</b>  VSU Notebook, 30 leaves with A5 size with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
3	<b>VSU Tote Bag 2023</b>	pcs	20	200.00		4,000.00
<b>Specification:</b>  VSU Tote Bag 13 inches wide and 15 inches in length in white Color, with VSU approved Branding elements like the VSU logo, color schemes, or other branding elements will be done with the utmost respect and in compliance with the designated guidelines.						
<b>TOTAL</b>						<b>12,500.00</b>

Purpose: for trainings and workshops

Checked by:

**MARIANE U. DELA PEÑA**

TWG - Awards &amp; Tokens

Funds Available:

**ALICIA M. FLORES**

HEAD, BUDGET OFFICE

Signature:

Printed Name:

Designation:

Prepared by:

**REX D. BESAVILLA**

Noted by:

**IVY C. EMNACE**

UNIT HEAD, PROJECT LEADER

Approved by:

**PROSE IVY G. YEPES**

PRESIDENT, VSU